



CITY OF LYNN MASSACHUSETTS
Inspectional Services Department
Room 401, Lynn City Hall, Lynn, MA 01901
p. 781-598-4000 ~ f. 781-477-7031
Website: www.lynnisd.com

ABANDONED AND FORCLOSED PROPERTIES REGISTRATION FORM

Property Information

Address: _____ Parcel ID #: _____

Building Square Footage: _____ Number of Stories: _____

Sprinkler System: Yes _____ No _____ Operational: Yes _____ No _____

Stand Pipe System: Yes _____ No _____ Operational: Yes _____ No _____

Fire Detection System: Yes _____ No _____ Operational: Yes _____ No _____

Owner(s) Of Record (attach additional sheets of necessary):

1. Owner: _____ Address: _____

Tel No. : _____ Email: _____

2. Owner: _____ Address: _____

Tel No. : _____ Email: _____

Contact Person/Registered Property Manager

Name: _____

Primary Address (No P.O. Boxes): _____

Business Tel. #: _____ Email: _____ Emergency Tel #: _____

Is the property listed for sale? Yes _____ No _____

If yes, Real Estate Agency Name: _____

Address: _____ Tel. No: _____

Vacant Building Plan (Check which is applicable):

_____ The building is to be demolished

_____ The building is to remain vacant

_____ The building is to be returned to appropriate occupancy or use

Signature of Owner(s)/Owners Agent:

Date: _____

Date: _____

REGISTRATION FEE \$300 — — — — — Cash/Money Order/Cert. Bank Check



CITY OF LYNN MASSACHUSETTS
Inspectional Services Department
Room 401, Lynn City Hall, Lynn, MA 01901
p. 781-598-4000 ~ f. 781-477-7031
Website: www.lynnisd.com

REGISTRATION

All owners including banks and mortgage companies must register abandoned and/or foreclosing residential and commercial properties with the Director of Inspectional Services.

****All property registrations are valid for one year. An annual registration fee of Three-hundred (\$300.00) dollars must accompany the registration form. The fee and registration are valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1st of each year and must certify whether the foreclosing and/or foreclosed property remains abandoned or not.**

Once the property is no longer abandoned or is sold, the owner must provide proof of sale or written notice of occupancy to the Director of the Inspectional Services Department.

ENFORCEMENT & PENALTIES

Failure to initially register with the Director is punishable by a fine of three hundred dollars (\$300.00) each day being a separate offense.

Failure to maintain the property is punishable by a fine up to three hundred dollars and not cents (\$300.00) for each month the property is not maintained.

Violations of this chapter shall be treated as a strict liability offense regardless of intent.

MAINTENANCE REQUIREMENTS

Properties subject to this section must be maintained in accordance with all applicable Sanitary Codes, Building Codes, and local regulations. The local owner or local property Management Company must inspect and maintain the property on a monthly basis for the duration of the abandonment.

- The property must contain a posting with the name and 24-hour contact phone number of the local individual or property Management Company responsible for the maintenance. This sign must be posted on the front of the property so it is clearly visible from the street.
- Adherence to this section does not relieve the property owner of any applicable obligations set forth in Code regulations, Covenant Conditions and Restrictions and/or Home owners Association rules and regulations.

THE COMPLETE ORDINANCE CAN BE FURNISHED UPON REQUEST TO THIS OFFICE.

Inspectional Services Department, Room 401
3 City Hall Square
Lynn, MA 01901
Tel: 781-598-4000

REGISTRATION FEE \$300 — — — — — Cash/Money Order/Cert. Bank Check